



Rebuild Michigan

Technical Energy Analysis Guidelines



Prepared By: Michigan Energy Office

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This guide is a reference for energy analysts who will be preparing Technical Energy Analysis (TEA) reports for Rebuild Michigan Program participants. Technical questions on these guidelines should be sent to the Michigan Energy Office (MEO) staff engineer.

Part I: Overview

A. Program Description

Rebuild Michigan assists Michigan public schools, colleges/universities, local governments, public multi-family housing, non-profits and select private commercial building owners to improve the energy efficiency and management of their buildings through partnerships. The Energy Office assists in coordinating the major steps in completing successful energy-saving capital improvement projects, including project identification and implementation, monitoring, and troubleshooting. Utility bill savings realized as a result of implementing these projects can be substantial and sufficient to cover the project costs.

Thirteen Rebuild Michigan partners - called Regional Technical Assistants (RTAs) have been approved to promote increased energy efficiency and renewable energy use within designated regions of Michigan. These RTAs identify public and private sector commercial building owners who are interested in making energy improvements and enroll them in the Rebuild Michigan program. They assist interested building owners to identify energy efficiency opportunities in their buildings and financing options and monitor the installation of improvements that will yield the highest energy and cost savings.

All building owners participating in Rebuild Michigan can receive energy project planning support such as a utility bill analysis, benchmarking, and a preliminary walk-through of their building(s) to assess the potential for energy savings. From this walk-through, an introductory energy evaluation (IEE) report is prepared to summarize some of the energy saving measures that are applicable to their building(s). The results of the IEE become the basis for the MEO or RTA recommendations for next steps, which may include a Comprehensive TEA or a Limited Component TEA, performance contract, in-house project and/or educational or training activities that engage staff in energy efficiency. Financing for energy projects in public buildings is available from the Michigan Finance Authority (MFA) and other sources. After project implementation, the Rebuild MI program continues to assist participating building owners by offering savings monitoring and troubleshooting.

B. Eligibility for Participation

1. Building Owners

Rebuild Michigan program services are available statewide to all public schools, colleges/universities, local governments, public multi-family housing, non-profits and select private commercial building owners located in areas served by community partners.

Each participant may enroll up to 10 buildings to be evaluated for energy performance. The buildings must be no less than 25,000 square feet, combined gross square footage, and no more than 750,000ft². The participant is encouraged to include any additional buildings in the implementation stages of their project.

2. TEA Analyst Qualifications

All TEA reports submitted under Rebuild Michigan must be completed by a qualified TEA analyst or engineering firm. To be a qualified analyst or firm, the analyst/firm **MUST**:

- Be or have on staff, under contract or otherwise have access to a licensed professional engineer, registered architect, or a certified energy manager (CEM).
- Have at least five years of experience working with all aspects of building energy systems, or have an individual on staff (though not necessarily the Professional Engineer, Registered Architect or CEM) with five years of experience in building energy systems and auditing.

C. Program Elements

1. Project Planning Meeting

A Project Planning Meeting is intended to accomplish two main objectives. First, the participants should review their utility analysis and/or benchmarking scores, establish objectives and priorities for undertaking an energy efficiency project, as well as review any preliminary energy audits that were done to assess the potential for energy reduction at the site. Second, the participants should discuss the planning steps to assess what sort of project would be most cost-effective and practical given the client's needs. Based on the meeting outcomes, the MEO or Rebuild MI Partner may be able to further assist participants to schedule appropriate services.

2. Technical Energy Analysis (TEA)

A Technical Energy Analysis (TEA) is a comprehensive look at energy efficient opportunities in a building; analyzing the cost of implementation, expected energy cost savings and the resulting payback for installing the measures. A TEA report will either be a Comprehensive TEA or a Limited Component TEA, depending on the complexity of the building(s) and the Energy Conservation Measures (ECMs) recommended. The TEA report will be reviewed by an MEO engineer and receive subsequent approval if it meets the requirements set forth in the TEA Guidelines. If the TEA report falls short of guideline requirements, the Energy Office engineer will work with the analyst who prepared it to make revisions so that it meets the requirements, ensures that energy savings projections are accurate and recommends ECMs that are feasible.

3. Performance Contract

Performance contracting is a means of procuring energy efficiency improvements based on future savings. It measures energy units and dollars saved as a result of installing new energy efficient improvements to offset the cost of financing, installing, commissioning and servicing the technologies. Future cost savings are contractually

guaranteed by the selected Energy Service Company (ESCO). The MEO offers review of contract, installed projects, savings reports, and consulting for such projects as requested by the client.

4. In-House Project

When the client has all of the resources necessary to complete an energy efficiency project within their own organization, Rebuild MI can still offer assistance. Upon request, the MEO can provide a review of any energy calculations and project descriptions; or provide information on energy technologies. Also, an Energy Consultants Directory is available for additional assistance on any step of the process.

5. Energy Efficiency Education and Training Support

Making a conscious effort to educate building occupants about energy use can help to reduce energy costs between 10% and 25%. MEO can assist clients, by providing energy efficiency educational materials and resources.

6. Project Financing and Implementation

The participant is now prepared to obtain contract bids to purchase and install the Operation and Maintenance (O&Ms) and ECMs recommended in the TEA report. They may choose whatever method of project financing meets their needs. An option for public building owners is to obtain financing through the Michigan Finance Authority (MFA). MFA is a state agency established to provide public institutions with cost effective choices for borrowing funds. MFA has programs to finance energy efficiency projects and are available for public K-12 schools, colleges, universities and local governments. Other project financing mechanisms that may be options depending on participant eligibility include federal and state grants, Property Assessed Clean Energy (PACE) program, Michigan Saves loans, lease/lease purchase agreements, performance contracting, utility incentive programs, and debt financing.

7. Energy Use Monitoring and Troubleshooting

Upon request, the participant's energy usage can be monitored by the MEO engineer for 12 months after installation of the O&Ms/ECMs that were recommended by a TEA report. Additionally, the MEO engineer can assist the participant's efforts to troubleshoot the project in the event that predicted energy savings are not realized during the first year monitoring period.

Part II: The TEA

This section describes the minimum requirements for the Comprehensive TEA and the Limited Component TEA. Qualified TEA analysts need not restrict their professional creativity to meet these minimum requirements and may insert additional sections anywhere in the TEA. These guidelines are available for use by consultants to ensure quality work; and may be required by the client for quality assurance.

A. Comprehensive TEA & Limited Component TEA

Two levels of TEAs are available to participants: the Comprehensive TEA and an abridged “Limited Component TEA.” These analyses will differ by the type(s) of ECMs recommended by the analyst, and the complexity of the building(s) being evaluated. The general reporting requirements, that follow, will remain essentially the same for both types of TEA.

The Comprehensive TEA will include all aspects of a normal technical energy analysis including the building envelope, heating systems, mechanical cooling systems, domestic hot water (DHW) systems, lighting, plug loads, and energy management system (EMS).

In order to offer participants a cost-effective study for buildings which may not require a full energy analysis, the Limited Component TEA is an option. The Limited Component TEA is restricted to simpler measures such as lighting, simple HVAC controls and improvements (mechanical timers, night setback controls, programmable controllers, boiler outdoor reset controls, new boiler burners, etc.), automated lighting controls and same-size furnace or motor replacement. ECMs and O&Ms analyzed in the Limited Component TEA do not require computer modeling of the building. They are to be analyzed using simpler, straight-forward methods to make the Limited Component TEA more cost-effective to program participants.

B. Objectives of the TEA

The intent of a TEA report is to:

1. Provide the participant with sufficient, detailed information to make an informed decision as to which O&Ms and ECMs to finance for installation in their building(s). In the process, identify all feasible O&Ms and ECMs for the participant’s facility, depending on the customer’s needs for the Comprehensive TEA or Limited Component TEA. The energy savings and cost information contained in the TEA report should be sufficiently described for the participant to confirm the economic merit of the proposed ECMs.
2. Identify all feasible no/low-cost energy saving O&Ms. Sufficient information should be provided for the participant’s operational staff to implement these O&Ms.
3. Provide the Michigan Energy Office with sufficient information in the report to review and approve the TEA report and verify savings calculations.

4. Provide calculated baseline data in the report against which future energy use can be compared.

A clear and thorough description of each feasible O&M and ECM recommended for financing must be presented in the report. Each description must include sufficient information to allow engineering personnel other than the TEA analyst to assist in preparing specifications for bid documents.

C. General Requirements for the TEA Report

1. Formatting the TEA Report

Number all pages of the report to allow for easy reference. Include descriptive titles and an identifying number or letter for all charts and tables. The report should be clear, concise and well-documented.

2. Submitting the TEA Report

Prior to sending a TEA Report to the building owner, submit it to the Michigan Energy Office for review with all required information to the address listed below:

Tim Shireman
Michigan Energy Office
300 N Washington Square
Lansing, MI 48913

D. Required TEA Report Sections

Each of the following sections is required in the TEA report. A recommended order of sections, as presented in the report, follows. However, additional sections may be added to make the report more descriptive for the building owner, Energy Office and potential lenders. Section dividers with labeled tabs are encouraged to make the TEA report easier to review.

1. Cover

The title page must include the following information:

- The words “Rebuild Michigan Comprehensive Technical Energy Analysis Report” or “Rebuild Michigan Limited Component Technical Energy Analysis Report”
- The participant’s (client’s) name
- The name and address of the building(s) analyzed in the TEA report
- The name, phone number, and address of the analyst who produced the TEA report
- The completion date of the TEA report

2. Table of Contents

The Table of Contents must be complete with page numbers and a descriptive title for each required section of the TEA report.

3. TEA Analyst Certification/Disclosure

The *TEA Report Certification* form (**Appendix A**) must be completed by a qualified TEA analyst and included in the report with an **original** signature of the analyst.

4. Executive Summary

The contents of this section are left to the discretion of the TEA analyst. The exception is:

A summary table of all identified O&Ms and ECMs recommended for financing must be provided for each building. The sample form, *O&Ms and ECMs Summary Form* (**Appendix B**), illustrates the information to be included in the summary table mentioned above.

The following are **suggested items** for inclusion in the executive summary of the TEA report.

- A brief description of the Rebuild Michigan Program such as:

“This report is submitted in accordance with the Rebuild Michigan Program. Rebuild Michigan, managed by the Michigan Energy Office, is designed to assist public schools, colleges/universities, local governments, public multi-family housing and selected non-profit and small business organizations with implementing energy efficiency projects in their buildings. Utility bill savings realized from implementing recommendations identified in this report can cover the cost of project financing. Rebuild Michigan program staff and partners provide building owners with information on project financing options and direct technical assistance before and after installation.”

- A discussion of the participant’s total annual energy costs and how these costs can be reduced by installing O&Ms/ECMs.
- A discussion of the O&Ms/ECMs selected by the TEA analyst, the associated costs of installing these O&Ms/ECMs, and the projected savings and simple payback.

5. Building Description/Characteristics

This section calls for a description of the building(s) and information about building occupancy, construction and energy systems in sufficient detail that the MEO engineer can verify the estimated energy savings for the targeted O&Ms/ECMs, including operating characteristics of energy-using systems. The building description must also contain the square footage of the building. Items that should be considered for discussion include the following:

BUILDING PLANS -	A floor plan of each building level (identical levels may be depicted by a single plan) - square footage of original building and additions; year(s) of construction, including additions.
OCCUPANCY PATTERNS -	Current number of occupants; annual operating hours; weekday operating schedule; setback temperatures and schedules.
BUILDING ENVELOPE -	Exterior walls (materials, condition, R/U values); windows (condition, R/U values); roof (materials, condition, R/U values); estimated remaining useful building life; special use areas (gyms, auditoriums, laundries, computer rooms, kitchens, workshops, swimming pools, other areas).
MECHANICAL & ELECTRICAL SYSTEMS -	Heating system (control system, fuel options, load conditions, distribution system, rated or measured combustion efficiency); cooling system (control system, cooling rating in tons, distribution system); air handling system (control system, operating schedule); DHW system (control system, set temperature, circulation equipment, tank insulation); lighting (fixture & lamp type, control system); EMS (brand name, age and operating characteristics).

6. Building Fuel Cost Information

Fuel cost/consumption data, representative of use under existing building conditions, must be provided for the most recently available twelve-month period. The recommended format is illustrated by the *Building Fuel Cost/Consumption* form (**Appendix C-1** and **C-2**). Annual energy use and cost data should be calculated for each fuel type. Copies of fuel bills for the 12-month period must be supplied to support the *Building Fuel Cost/Consumption* forms. Include demand charges and power factor charges for electricity in calculating average electricity rates. If ECMs are recommended to reduce demand or power factor charges, set apart these charges in a separate column and total them. Use average fuel calculated on the *Building Fuel Cost/Consumption* forms in ECM savings calculations unless a different rate can be justified (e.g., prospective switch to a different utility supplier).

If two or more buildings are supplied with energy through a single meter, allocate the fuel use of each building in a manner that can be logically justified and describe how the allocations were calculated.

7. Energy Use Profile (not required for Limited Component TEA)

An energy use profile for each building is required for each fuel. A suggested format for reporting the fuel use profile is provided in the *Energy Use Profile* form (**Appendix D**). The energy use profile breaks down specific fuel use in each building to predict the building's annual baseline energy consumption and to analyze ECMs. The profile is created through a building energy load analysis which determines the percentage of fuel that is consumed by various load categories (e.g., lights, motors, chillers, office equipment, laundry, etc.). The estimated loads should approximately equal the annual fuel consumption found in the utility bill analysis. Discuss any significant discrepancies in the TEA report.

8. No/Low-Cost O&Ms

Recommending general O&M changes in the TEA report will not only result in energy savings but will directly impact the effectiveness of any ECMs recommended for financing. The TEA shall identify two types of O&M changes. The first type is no or low-cost O&Ms that can be readily implemented by facility personnel. These O&Ms should be changes that offer short or immediate payback. List the recommended no/low-cost O&Ms, with a clear and detailed description of each measure identified. No/low-cost O&Ms that are to be implemented by in-house staff must provide sufficient detail for the facility's maintenance staff to perform the work.

The second type of O&Ms to be addressed is any that requires financing. Under Rebuild Michigan, O&Ms can be financed in the same implementation package as ECMs. Examples of financeable O&Ms are: steam trap replacement, pipe insulation, replacing inoperative thermostats, and refurbishing outside air dampers and controls. To be financed under the program, these O&Ms will require cost and savings analysis and shall be analyzed as described below. There is no minimum payback time for O&Ms that require financing.

9. Analysis of O&Ms/ECMs

The following guidelines are to be used in the analysis and presentation of O&Ms and ECMs recommended for financing in the TEA report:

a. Required O&M/ECM Types -- Comprehensive TEA

Each of the following four major areas must be addressed in the full TEA report (for a Limited Component TEA, see **9.b**, below). If one of the four major areas has no O&M or ECM recommendations, the TEA report must contain a statement explaining the exclusion.

BUILDING ENVELOPE-	e.g. storm doors and windows; reducing or expanding window area; roof/ceiling insulation; weather stripping
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DOMESTIC HOT WATER -	e.g. tanks/piping insulation; temperature controls; flow restrictors; DHW system replacement.
HVAC / CONTROLS -	e.g. boiler replacement; combustion controls; boiler and pipe insulation; steam trap repair or replacement; duct insulation; system conversions; chiller modifications; automatic controls or energy management system
LIGHTING -	e.g. conversion to T-8 or T5 fluorescent lamps, or LED bulbs; exit sign conversion to LED technology; conversion from incandescent to compact fluorescent; automated HID or fluorescent lighting controls

b. Required O&M/ECM Types -- Limited Component TEA

The areas of ECM analysis for the Limited Component TEA report are limited to the following:

HVAC -	e.g. modulating burners; same-size replacement of furnaces or motors; simple HVAC controls, such as mechanical timers or stand-alone programmable controllers; outdoor air reset controls; duct or pipe insulation
LIGHTING -	e.g. conversion to T-8 or T5 fluorescent lamps, or LED bulbs; exit sign conversion to LED technology; conversion from incandescent to compact fluorescent; automated HID or fluorescent lighting controls

Recommended O&Ms that are to be financed can be taken from any of the four major areas listed under the TEA requirements.

c. Allowable Paybacks

O&Ms and ECM projects to be considered under Rebuild Michigan must have an aggregated simple payback of 8 years or less.

d. ECM Detailed Description Form (Required)

Include a detailed narrative description for each recommended ECM providing:

- a clear and thorough description of the existing conditions and the proposed ECM.

- quantity, type and location of all equipment or building components involved in each ECM.
- details concerning how and where the utility savings are expected to occur.

The TEA analyst must verify that all proposed building changes meet or exceed local and state building codes.

An *ECM Detailed Description Form* must be provided for each measure. The required format is provided in **Appendix E**. The pre-installation and post-installation conditions for each ECM should include information about the quantity, size, type and location of the equipment involved (e.g., pre-installation: twelve 150-watt incandescent suspended fixtures in classroom 5B; post-installation: twelve 2-lamp F32T8/electronic ballast suspended fixtures in classroom 5B). Match fuel unit costs to those provided in the *Building Fuel Cost Information and Energy Use Profile* section of the TEA report.

The *Detailed Description Form* for each ECM must also include the following:

- the estimated useful life and salvage value or disposal cost.
- estimated annual dollar savings and energy savings.
- the calculated simple payback.
- the total cost, as listed on the *Cost Estimating Worksheet* (Appendix F).
- a list of all O&Ms or ECMs that interact with the proposed ECM.

e. Interactions between ECMs (Not required in a Limited Component TEA)

When energy savings are being determined for more than one ECM, account for interaction between the O&Ms and ECMs selected for implementation in the TEA report. Interaction between ECMs can reduce the savings of one measure due to the effect from another. For example, adding insulation to the building envelope reduces the savings associated with installing a high efficiency boiler because the heating requirements are reduced by the added insulation. Show and clearly label the calculations to account for the interaction. If interaction between two ECMs is negligible, make a statement in the report that interaction has been considered and the effect of interaction upon the predicted energy savings is negligible.

The order of presentation of the ECMs is left to the discretion of the TEA analyst. However, the TEA analyst should present the ECMs in an order that reflects their interactions with each other. This will result in the savings calculations for a particular ECM being based on building conditions after all lower-numbered ECMs are implemented.

f. Cost Estimating Worksheet (Required)

A *Cost Estimating Worksheet* is required for each recommended ECM (see **Appendix F**). Include costs for material acquisition, installation and design (if any). Cite the source of the cost estimate. Include the source title and publication year (e.g., “Means Mechanical 2007”). If available, include copies of quotations. Also include the estimated useful life of each ECM and an estimate of any salvage value or disposal cost.

g. Savings Calculations

Present savings calculations in a clear and precise manner for each ECM. If manual calculations or spreadsheets are used, provide the formula(s) used to estimate the savings for each ECM, **along with the units**. Clearly identify and label formula input parameters. Also, clearly identify and justify all assumptions critical to the calculations.

The information provided in a TEA report must be adequate for the Energy Office engineer to verify the energy savings of each ECM with confidence.

Match the fuel unit costs in the calculations with those provided in the *Building Fuel Cost Information* section of the TEA report. If fuel unit costs are time-of-day dependent, then include on-peak and off-peak savings in the calculations. Separately calculate electrical energy savings in kWh and demand savings in kW. If kW demand savings are claimed, the calculations must demonstrate the extent to which the equipment in question contributes to the peak demand.

Calculation details and supporting documentation may be placed in an appendix at the analyst’s discretion. TEA analysts are encouraged to include reference materials in the TEA report.

h. Variable-Base Degree Day Method vs. Bin Method

Use either the variable-base degree day method or modified bin method for savings calculations. The 65°F base degree day method for energy analysis is not acceptable due to its limitations in accounting for internal gains. The variable-base degree day method is acceptable for relatively inexpensive and straightforward projects. Provide calculations for the balance point. The modified bin method is recommended for more complex projects. For manual calculations, include a description of the location/equipment and periods under consideration with every use of the bin method (e.g., existing conditions for AHU#3, occupied hours: Sept. 15 - April 15).

i. Computer Models

Frequently, calculations performed by hand or with a simple computer spreadsheet are sufficient to accurately predict the utility savings associated with an ECM. Computer modeling may be more useful than hand calculations for complicated projects. The following computer software programs have been pre-approved by the MEO for use in preparing TEA reports for Rebuild Michigan:

- A Simplified Energy Analysis Method (ASEAM)
- Energy Plus
- Carrier E 20 II
- DOE-2.2
- Trane Air-Conditioning Economics (TRACE 700)

Other computer modeling software may be used, but approval for its use in a TEA report must be granted by the MEO engineer. If computer modeling is employed, properly document the model and each set of results. The minimum documentation required in a TEA report is:

- the name and version of the program.
- a table that shows the model's calculation of the building's energy consumption for a summer month and a winter month of the base year versus the actual consumption.
- a clear presentation and justification for each ECM and the input parameters used to model the post-installation conditions.
- an output summary for each ECM that provides a clear presentation of the results of the computer analysis.

The input data for the building and for each ECM must be presented in a clear and precise manner. Match the base run output data with the actual data within 10%. Explain all codes and abbreviations so that all input and output data is clear and meaningful.

For modeling ECM savings, identify any changes made to the input parameters for the purpose of interaction. Provide evidence to verify that interaction was taken into account. An MEO engineer may require verification of the results of the computer modeling.

Part III: Review of the TEA Report

A. TEA Report Review Process

The purpose of the Energy Office's review of TEA reports is to provide program participants with an independent technical review of the recommendations and energy-savings predictions that are presented in the reports. ***Prior to sending a copy of the TEA report to the client/participant, the analyst must submit the TEA report to the Michigan Energy Office for its review.*** A TEA report that can support ECM financing is the final objective of this review. An MEO engineer conducts the technical portion of the review process. During the review, the engineer may require further justification or clarification of information contained in the report. If so, the MEO engineer will communicate with the analyst regarding these TEA report issues. Based on this communication, it may be necessary for the TEA analyst to revise or amend the report. It is the responsibility of the TEA analyst to ensure that the Energy Office and the program participant receive clean, final TEA reports that include all revisions and amendments. Original, revised pages must be provided to the Energy Office. All revised TEA reports must receive a final review by the MEO engineer prior to submission of the original report to the program participant.

B. TEA REPORT QUALITY SCORE

It is important that Rebuild Michigan Program maintains a high level of quality control on TEA reports. The measure of the quality of a TEA report is the value that the report provides to the participant; in particular, the accuracy of the utility savings predicted. The tool Michigan Energy Office uses to maintain the quality of TEA reports is "TEA scoring." The TEA reports are scored, and scores are made available to interested parties. The scoring criteria are objective and meant to help the TEA analyst produce a clear, concise TEA report. The *TEA Report Score Sheet* can be found in **Appendix G**. There are a total of 100 points possible for the TEA report. Full points are awarded for criteria that are fully met. Criteria that are not met may receive partial or full deductions.

<p><i>A poorly constructed and written report may jeopardize an analyst's future participation in the Rebuild Michigan Program. TEA analysts who submit two consecutive TEA reports that each receives a score of less than 75 points will be disqualified for one year.</i></p>

APPENDICES

Sample forms for Rebuild Michigan TEA Reports

APPENDIX A	<i>TEA Report Certification</i>
APPENDIX B	<i>ECM Summary Form</i>
APPENDIX C-1	<i>Building Fuel Cost/Consumption Form – Gas</i>
APPENDIX C-2	<i>Building Fuel Cost/Consumption Form – Electricity</i>
APPENDIX D	<i>Building Energy Use Profile</i>
APPENDIX E	<i>ECM Detailed Description Form</i>
APPENDIX F	<i>Cost Estimating Worksheet</i>
APPENDIX G	<i>TEA Report Score Sheet</i>

APPENDIX A - TECHNICAL ENERGY ANALYSIS (TEA) REPORT CERTIFICATION FORM

I am a Professional Engineer or Professional Architect registered with the State of Michigan or a Certified Energy Manager, and:

_____ I have performed technical energy analyses (TEAs) in (# of) _____ institutional and commercial buildings.

_____ I have either performed all of the work associated with the production of the report identified on this form or have supervised the work of others who produced the report.

_____ The report identified on this form meets the program guidelines as described in the document entitled Rebuild Michigan TEA Guidelines and is accurate to the best of my belief and knowledge.

_____ All recommendations in the report identified on this form comply with the appropriate local, state and federal codes and standards for this type of facility.

_____ I and/or the company that employs me will potentially benefit financially by the implementation of the recommendations that are made in the report in the following categories:

___ Contract Negotiation

___ Engineering/Design

___ Installation

___ Other (specify): _____

Please provide all information requested in the following table.

TEA Analyst Name (Printed)	
Professional Registration #	
TEA Analyst Signature	
TEA Analyst Phone #	
TEA Analyst's Company	
Company Address	
Company City, State, Zip	
TEA Report Name	
Building(s) Studied in TEA Report	

APPENDIX B - ECM Summary Form

TEA Report Ref. Page	Check if Selected for Financing	ECM Descriptive Name	Estimated Project Cost (\$)	Energy Cost Savings (\$/yr)	Simple Payback Period (yrs)	Estimated Energy Savings (BTU/yr)	Estimated Life (yrs)
Column Totals:							

Client (Program Participant):

Building:

APPENDIX C-1 - Building Fuel Cost/Consumption Form - Natural Gas/Other Heating Fuels

Month/ year	Consumption / Units: _____ (MCF/CCF/GAL)	Unit Cost (Commodity Charge)	Transportation Cost	Miscellaneous Fees (customer service charge)	Total Fuel Cost
Totals:					

Client:

Building:

Utility Company:

Service Type:

Building Area:

Average Unit Cost:

Total Energy Use:

Energy Utilization
Index (EUI):

Cost per sq.ft./year:

[illegible]

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APPENDIX D - Building Energy Use Profile

Electricity	Annual Consumption kWh	Annual Cost	% of Energy Use
Lighting			
Fans & Pumps			
Domestic Hot Water			
Office Equipment			
Cooling			
Column Totals			100%

Fuel Type: <u> (Gas / Oil) </u>	Annual Consumption Units: <u> </u>	Annual Cost	% of Energy Use
Heating			
Domestic Hot Water			
Column Totals			100%

Client:

Building:

APPENDIX E - ECM Detailed Description Form

ECM Name / Number / TEA Report Ref. Page:

Client Name:

Description of pre-installation conditions (use additional pages if necessary):

Description of post-installation conditions (use additional pages if necessary):

1. What is the estimated increase or decrease in annual operating or maintenance costs after implementation of this ECM?

2. What is the estimated useful life, in years, of the equipment to be installed under this ECM?

3. What is the estimated salvage value of the equipment to be installed under this ECM?

4. Indicate the ID number, name or TEA page number of those O&Ms or ECMs that interact with this proposed ECM.

5. Indicate the estimated annual energy savings in BTUs for this ECM.

6. Indicate the estimated annual energy cost savings in dollars for this ECM.

7. Indicate the TEA report page number(s) for assumptions, parameters, formulas, costs, and calculations for this ECM.

8. List the total cost for this ECM as it appears in the *Cost Estimating Worksheet*.

9. What is the payback for this ECM?

APPENDIX F - Individual ECM Cost Estimating Worksheet

ECM Name:

Description of Item/Source of Cost Estimates	Acquisition Cost (\$)	Installation Cost (\$)	Design Cost (\$) <i>[if any]</i>	Total Cost (\$)	Estimated Disposal Cost	Estimated Life
Column Totals						

Client:

Building:

APPENDIX G - TEA Report Score Sheet

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REQUIREMENT	Pts	Points Deducted	TEA Report Ref
Administrative Review			
TEA Report was submitted to the Energy Office within a timely manner	2		
All required information is included on the TEA report cover page.	2		
The TEA Report Certification Form is properly completed and signed.	4		
All required information is included in the TEA report Table of Contents.	1		
All required sections are included in the TEA report.	5		
All TEA report pages are legible and numbered, including appendices.	1		

Technical Review			
All required information is included in the Executive Summary ECM Summary Sheet.	3		
All necessary building description information is included.	5		
All necessary building energy use information is included in the building fuel consumption form.	3		
Energy use profile is included.	3		
Fuel cost information is correctly calculated.	5		
Copies of the appropriate utility bills are provided with the TEA report.	3		
Fuel costs agree with the costs identified in the Building Fuel Consumption form.	3		
All tables, charts, drawings, etc. are numbered and properly documented.	3		
No/low-cost O&Ms are satisfactorily addressed.	3		
All required O&M/ECM areas have been satisfactorily addressed.	5		
Hours of equipment/space use are specified.	3		

APPENDIX G - TEA Report Score Sheet

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REQUIREMENT	Pts	Points Deducted	TEA Report Ref
Required Detail Description form is included and includes the following two items:			
The descriptions are adequate to fully understand each O&M/ECM.	6		
All interaction effects relative to O&Ms/ECMs are correctly considered.	6		
Required Cost Estimating Worksheet is included for each measure and contains the following items:			
Complete Cost estimates are included	6		
Source of cost estimates are identified	6		
Calculations include the following required items:			
All assumptions and parameters are clearly stated and are reasonable.	6		
All arithmetic and math and/or computer modeling is correct.	12		
Pre-approved software was used in any computer models.	4		
Column Totals:	100		
Total Score:			

Savings Summary:

Estimated BTU Savings: _____ Estimated Dollar Savings: _____

Estimated Project Cost: _____ Simple Payback: _____

Name of Program Participant: _____

Building(s): _____

Date TEA Report Received by the Michigan Energy Office: _____

Date Administrative Review Completed (& *initial*): _____

Date Technical Review Completed (& *initial*): _____

Date Participant Notified by the Michigan Energy Office: _____